Date Assignment: You may choose one day, January 23 or 24, when filling out the registration form. Dates are available on a first come, first served basis, and registration will close when capacity is reached or on January 4.

Table Assignment: Tables will be arranged alphabetically each day. You will be notified of your assigned table location upon check-in the day of the fair.

Availability of Electricity: Electricity will NOT be available.

Cancellation Policy: Career fair expenses are incurred based on commitments of registrants. The event will be held regardless of weather unless the University is closed. All cancellations must be submitted in writing to Janice Laughlin at tjlaugh@umich.edu. Refunds will be made as follows (regardless of reason for cancellation):

- On or before January 4, 2018 - refunds on total fee
- After January 4, 2018 - no refunds will be made after this date (Please Note: Payment will be expected in full even if you should cancel after January 4 or not show up the day of the event)

Registration Fee: $750 for profit / $250 non-profit
- Includes: One 6 ft. table, publicity, parking, package delivery services from Rightaway Delivery, continental breakfast/lunch/refreshments for up to 4 representatives
- Please bring display and promotional materials that fit within a 6ft by 6ft space
- Payment is due January 4, 2018. A $100 late fee charge will be added to the total career fair fee for payment not received by January 4, 2018. See cancellation policy above for details

Number of Representatives per Company: Your registration includes up to 4 representatives. You will be charged $25 for each additional representative. If more than 4 representatives will be attending, we ask that you purchase a second table ($250), this option for a second table is not available to non-profit organizations. The cost of the second table will not include additional representatives, and the 2 tables will be located next to each other. No more than 2 tables may be purchased per company.

Lunch and Refreshments: Continental breakfast and lunch will be provided for the total number of representatives indicated in your registration.

Parking: Parking is available on a first come, first served basis. We strongly suggest the use of carpooling, airport/hotel shuttle and/or taxi services, in order to avoid the challenges of parking. Directions to campus and parking details can be found at http://career.engin.umich.edu/CFParking

Shipping: Shipping details can be found at http://career.engin.umich.edu/RightawayShipping

Hotel Information: Hotel recommendations available at http://career.engin.umich.edu/Hotels

Registration: Employers may register through Engineering Careers, by Symplicity. Within your account select 'Events', 'Career Fairs’ from the menu on the left, and then click 'Register’ to the left of the ‘Winter Engineering Career Fair’.

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